

MN DEPARTMENT OF LABOR AND INDUSTRY  
CONSTRUCTION CODES & LICENSING  
PO BOX 64227  
SAINT PAUL, MN 55164-0227

Registration Holder		Billing Code <b>4572</b>	(DLI Office Use Only) Deposit Date
Registration Number	Expiration Date	Fee Due <b>\$20.00</b>	
Please enter your payment information below.			
Check/MO #	Date on Check	Amount Enclosed	

**Make payable to Department of Labor and Industry (U.S. Funds only)**  
\$15 late fee is required if payment received by DLI 30 days after Expiration Date.  
\$30 fee charged for returned checks (M.S. § 604.113, subd. 2)

DEPARTMENT OF LABOR AND INDUSTRY  
FINANCIAL SERVICES / ELECTRICAL  
PO BOX 64227  
SAINT PAUL, MN 55164-0227

LEGAL NAME		
ADDRESS		
CITY	STATE	ZIP CODE

To update your address, please note the change on your mailing address.

## Registered Unlicensed Individual Renewal

CCLD Licensing and Certification Services  
PO Box 64227  
Saint Paul, MN 55164-0227  
Phone: 651-284-5031  
TTY/MRS: 651-297-4198  
E-mail: [DLI.License@state.mn.us](mailto:DLI.License@state.mn.us)  
Web site: [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp)

Registered Individual:

Registration Type:

Registration Number:

Expiration Date:

Registration Fee:

\$20.00

Required NEC Continuing Education:

2 hours

**All required fees, including late fees, must be paid before a registration card is issued. With late fee, registration may be renewed up to one (1) year after registration expires.**

**Timely Renewal:** The Department of Labor and Industry must receive your Registration Fee and your Continuing Education (CE) certificates by your registration's expiration date. Failure to provide them by the expiration date means you are not registered and cannot work.

### REGISTRATION RENEWAL REQUIREMENTS

Your certificate will expire on the Expiration Date shown above. For you to renew this registration timely, you must submit the following per Minnesota Rule 3800.3525 before your registration expires:

- The Registration Fee and the above tear-off renewal form.
- Continuing education certificates equal to at least two (2) hours on the National Electrical Code (NEC). Providers of electrical continuing education are online at [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp).
- Employer completed Work Experience Verification Form(s) that verify your dates of employment, class of work, and hours worked for the employer(s) you worked for during the registration period. You must submit one form for each employer that you worked for during the registration period. Form is available online at [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp).
- Updated personal address and mailing address information, if different, and telephone number. Pursuant to Minnesota Statutes § 326B.33, subd. 12, the unlicensed individual is the holder of this registration, not the employer. You determine your mailing address. If your mailing address is also your employer's address, you must update your address information immediately after leaving the employer to ensure timely registration notices from the department.

### CONTINUING EDUCATION HOURS REQUIRED

Minnesota Rule 3800.3602 prohibits the department from renewing the registration of unlicensed individuals unless they have received credit for two hours instruction on the National Electrical Code (NEC) from an approved continuing education program(s). Credit for an educational program may be used only once for renewing a registration.

### EMPLOYMENT AND WORK EXPERIENCE VERIFIED

Minnesota Rule 3800.3525, Subp. 4 requires registered unlicensed individuals, as part of renewing their registration, to provide verification of their employment by a licensed contractor or registered employer for the registration period. Verification information required includes: name, address, and phone number of the employer; dates of employment with the employer; class of work performed; and hours worked. The Work Experience Verification Form is enclosed for you to verify your electrical work experience. The form is also available online at [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp).

### QUALIFYING FOR A LICENSE EXAM

Minnesota Statutes § 326B.33, Subd. 13 requires applicants for electrical licenses to be registered as unlicensed individuals to have their work experience qualify towards the minimum electrical work experience requirements. The employers must either be licensed contractors or registered employers for the registered unlicensed individual to be awarded qualifying work experience toward a license examination.

### NOTIFY DLI OF ADDRESS CHANGE

If you move or change your mailing address, it is your obligation to notify DLI of the change immediately. Minnesota Rule 3800.3525, Subp. 3 requires you to notify the department within 30 days of a change in your name, address, phone, and employer. The form for changing an address is available online at [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp). Your address is our link to you at registration renewal time. Because the State of Minnesota is considered a mass mailer, the United States Postal Service requires undeliverable mail be returned to the department. This means that your notices will not be forwarded if we have the wrong address.

# Registered Unlicensed Individual Renewal Form

## Renewal checklist and reminders

- ☐ \$20.00 Registration Fee (include late fee if applicable). Make payable to Department of Labor and Industry (U.S. Funds Only).
- ☐ Tear off and complete renewal form payment information.
- ☐ Include certificate(s) for two (2) hours approved continuing education on the National Electrical Code (NEC).
- ☐ Include completed Electrical Work Experience Verification Form from each of your employers for whom you performed electrical work in the past 12 months. The employer must complete the form.
- ☐ Notify Department of Labor and Industry of change in your personal and/or mailing address.

**Complete your continuing education hours and submit your \$20.00 renewal fee before your registration expires. You cannot work without an active registration.**

Tear off the return slip at the perforation and complete the payment information before returning.

## IMPORTANT INFORMATION

**YOU ARE NOT PERMITTED, BY LAW, TO PERFORM ELECTRICAL WORK AS AN UNLICENSED INDIVIDUAL UNLESS YOU RENEW AND MAINTAIN YOUR REGISTRATION.**

### Registration fee and late fee requirements:

- The registration fee is \$20 and must be submitted with the renewal form and certificates of continuing education.
- A \$15 late fee is required if the department receives the renewal fee more than 30 days after the date your registration expires.
- A \$15 late fee is required if you complete your two (2) hours approved continuing education on the National Electrical Code (NEC) more than 30 days after the date your registration expires.

### Continuing education requirements:

- Complete at least two (2) hours approved continuing education on the National Electrical Code (NEC) each year.
- Continuing education hours must be completed before the date the registration expires.
- Submit a copy of the continuing education certificate showing the course number, course title, session date and the approved course hours.
- **IMPORTANT:** Minnesota Rule 3800.3600 prohibits the department from renewing the registration of unlicensed individuals unless they have received credit for two (2) hours instruction on the National Electrical Code (NEC) from an approved continuing education program. Credit for an educational program may be used only once for renewing a registration.

### Electrical work experience verification required:

- Get Electrical Work Experience Verification Form(s) completed by your employer(s) for whom you performed electrical work in the past 12 months. The employer(s) must complete the form.
- Verification form must be submitted with your registration renewal fee and continuing education certificate(s).
- **IMPORTANT:** Minnesota Rule requires registered unlicensed individuals to provide verification of their employment by licensed contractors and registered employers during the past year. Verification information includes the name, address and phone number of the employer(s); dates of employment with the employer(s); classes of work performed; and hours worked.

### Enforcement and Penalties:

Minnesota Statutes § 326B.33, Subd. 12, prohibits any individual from performing electrical work requiring a license unless that individual has first registered with the department as an unlicensed individual. The registered unlicensed individual may perform electrical work subject to the limits of the employer's responsible person; and must have in possession a current registration card when performing electrical work. **Failure to heed this notice may result in enforcement action against you and your employer, including an administrative penalty of up to \$10,000 per violation and possible suspension and/or revocation of your registration and the employer's license.**

## Electrical Work Experience Verification Form

(DLI Office Use)  
(Date Received ONLY)

PRINT IN INK or TYPE

Registration Number:

Registration Period: \_\_\_\_\_ to \_\_\_\_\_

Registration Type:

Registration Individual:

Phone: 651.284.5031

Fax: 651.284.5743

Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)

Web site: [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp)

Minnesota Rule 3800.3525, Subd. 5 requires registered unlicensed individuals, as part of renewing their registration, to provide verification of their employment by a licensed contractor or registered employer for the registration period. Verification information required includes: name, address, and phone number of the employer, registered individual's dates of employment with the employer, class of work performed; and hours worked. The information provided on this form is public data and shall be used to qualify the registered unlicensed individual for an applicable electrical license. **Individuals with multiple employers during the reporting period must make copies of this form and have each employer complete a separate verification form.**

EMPLOYER NAME	LICENSE / REGISTRATION NUMBER
EMPLOYER ADDRESS	PHONE NUMBER
CITY STATE ZIP CODE	EMAIL ADDRESS
RESPONSIBLE PERSON (Master Electrician, Master Elevator Constructor, Maintenance Electrician, Power Limited Technician)	RESPONSIBLE PERSON LICENSE #

Qualifying work experience is verified based on a 12-month registration period. Actual hours must be reported by Class of Work performed by the registered individual. Blanks will be recorded as 0 hours. No more than a total of 2,000 qualifying hours may be reported per 12-month registration period. Hours reported on this form must be supported by records maintained by the employer for demonstrating compliance with M.S. § 325B.33, Subd. 12. Knowingly providing inaccurate or fraudulent information may constitute a violation and subject the violator to a civil penalty of up to \$10,000.

Dates of Employment between _____ and _____ FROM: _____ TO: _____	Are the hours reported on this form taken from payroll records? <input type="checkbox"/> YES <input type="checkbox"/> OTHER (specify) _____
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Class of Work	Hours Worked
Installing electrical wiring, apparatus, or equipment for electrical light, heat, and power.	
Maintaining and repairing electrical wiring, apparatus, or equipment for electric light, heat, and power.	
Installing wiring, apparatus, or equipment for technology systems and circuits.	
Maintaining and repairing wiring, apparatus, or equipment for technology systems and circuits.	
Installing, maintaining and repairing elevators.	
Line work	
Installing wiring for and maintaining process control systems.	
<b>TOTAL OF ALL QUALIFYING HOURS WORKED (Maximum of 2,000 hours)</b>	

**Form must be signed by the designated Responsible Person and Registered Unlicensed Individual.**

I certify that I personally know or that the employer's employment records verify that this registered unlicensed individual, during the referenced registration period, engaged in the identified classes of work for the number of hours shown. The Registered Unlicensed Individual's signature acknowledges agreement with the information provided on this form.

RESPONSIBLE PERSON'S SIGNATURE	DATE SIGNED	REGISTERED UNLICENSED INDIVIDUAL'S SIGNATURE	DATE SIGNED
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# INSTRUCTIONS

## READ CAREFULLY BEFORE COMPLETING THIS FORM

**Employer must complete the Electrical Work Experience Verification Form.**

### QUALIFYING FOR AN ELECTRICAL LICENSE EXAMINATION

Minnesota Rule 3800.3520 details the requirements needed for an individual to qualify for an electrical license examination. Each license classification requires a minimum number of months work experience in one or more classes of electrical work to qualify. The annual submission of the Electrical Work Experience Verification Form, with the unlicensed individual's registration renewal, enables the unlicensed individual to proactively verify their qualifying work experience in advance, which has the effect of more quickly establishing eligibility to take an electrical examination.

### ELECTRICAL WORK EXPERIENCE VERIFICATION FORM REQUIRED

Minnesota Rule 3800.3525, Subp. 4 requires registered unlicensed individuals, as part of renewing their registration, to provide verification of their employment by a licensed contractor or registered employer during the registration period. This form is used to capture and report these work hours.

#### Registered Unlicensed Individual

- Registration information is pre-printed on the form for the registered individual.
- The work period being verified is the 12-month registration period printed on the form.
- Address information printed on the form is the unlicensed individual's mailing address. Updates to the individual's personal or mailing address may be noted on the registration renewal form. Address changes may also be made using a form available online at [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp).

#### Employer Information (mandatory information)

- Enter the employer's business name and address, license or registration number, contact's phone number, and email address. (NOTE: License number is mandatory, if business holds contractor license number.)
- Enter the employer's designated responsible person's name and license number, if applicable (an electrical engineer designated by a registered employer as a responsible person will not have a license number). The individual and license number must match what the department has on record as the designated responsible person and license number.

#### Unlicensed Individual's Electrical Work Experience

- Provide exact dates of employment during the 12-month registration period (see dates printed on the verification form). Include the month, day, and year.
- Indicate whether the hours reported on the form are taken from payroll records; and if not, specify the other forms of documentation used to verify the individual's work experience.
- For each class of work identified, enter the actual hours the individual performed that class of work during the registration period. (Note: Blanks will be assigned 0 hours.)
- Enter the total number of electrical work hours verified, which may not exceed 2,000 hours.

#### Certification Signature and Date

- The employer's designated responsible person must certify, with a signature, that the registered unlicensed individual performed electrical work in the identified classes of work for the number of hours shown during the referenced 12-month registration period.
- The Registered Unlicensed Individual's signature on this form acknowledges agreement with the information provided by the employer.

### ELECTRICAL LICENSE EXAMINATION WORK EXPERIENCE REQUIREMENTS

License exam applicant work experience requirements are identified in Minnesota Statute § 326B.33 and Minnesota Rule 3800.3520. Detailed information regarding the minimum work experience requirements to qualify for a specific license are available online at [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp).